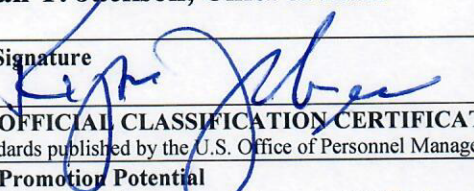
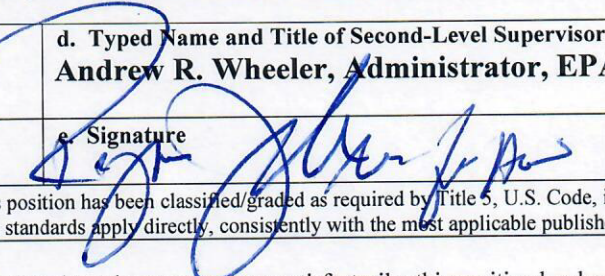
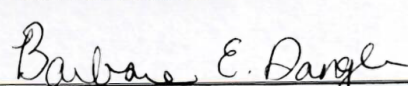


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b>  Washington, DC		<b>2. POSITION NUMBER</b>  EPGS19036	
3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b>		Special Assistant for the Office of General Counsel		GS	0301
<b>4. Supervisor's Recommendation</b>		Special Assistant for the Office of General Counsel		GS	0301
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> MUTZ, John F.		
			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the General Counsel					
c.			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - C0000000		
<b>8. SUPERVISORY STATUS</b>					
<p>Ⓒ [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>Ⓒ [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>Ⓒ [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>Ⓒ [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>Ⓒ [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. <b>Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff			d. <b>Typed Name and Title of Second-Level Supervisor</b> Andrew R. Wheeler, Administrator, EPA		
b. <b>Signature</b> 		c. <b>Date</b> 3/1/19		f. <b>Date</b> 3/1/19	
e. <b>Signature</b> 					
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. <b>Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential Ⓒ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. <b>PSB Risk Designation</b> Ⓒ 1 <input type="checkbox"/> Low <input checked="" type="checkbox"/> 2 <input type="checkbox"/> Moderate Ⓒ 3 <input type="checkbox"/> High Security Clearance Required: No		c. <b>Financial Disclosure Form</b> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		d. <b>"Identical, Additional" (IA) Allocation</b> This position Ⓒ may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed Ⓒ is limited to current incumbent	
		e. <b>FLSA Determination</b> <input checked="" type="checkbox"/> NONEXEMPT Ⓒ EXEMPT* (*check exemption category) Ⓒ Administrative Ⓒ Professional Ⓒ Executive		f. <b>Functional Classification Code</b>  N/A	
g. <b>Bargaining Unit Code</b>  8888		h. <b>Check, if applicable:</b> Ⓒ Medical Monitoring Required Ⓒ Extramural Resources Management Duties ( 0 % of time) Ⓒ This position is subject to random drug testing ( )		i. <b>Classifier's Signature</b> 	
				j. <b>Date</b> 03/28/19	
<b>11. REMARKS</b> Excluded from bargaining unit because content of meetings may include content related to					



**SPECIAL ASSISTANT FOR THE OFFICE OF GENERAL COUNSEL**  
**GS-0301-09**

**INTRODUCTION**

This position is located in the immediate office of the Office of General Counsel. The Special Assistant for the Office of General Counsel (OGC) assists the General Counsel and other senior officials with a wide variety of administrative duties.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the General Counsel. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the General Counsel and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the General Counsel in correspondence and other communications with Agency managers and program officials.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Incumbent is responsible for planning, organizing, and carrying out program assignments to maintain and improve systems and programs directly related to the activities and events associated with the Office of General Counsel.
2. Formulates and recommends administrative plans and procedures and implements existing administrative regulations. Develops instructions for administrative operating procedures to resolve procedure problems and improve efficiency of administrative office functions. Prepares reports and briefings for management on administrative matters. Interprets existing administrative policies and implements procedures to cover internal operations. Evaluates the effectiveness of administrative programs or operations by utilizing various analytical techniques to meet established goals and objectives. Interacts with higher level staff on daily administrative matters to ensure efficient ongoing operations.
3. Manages the schedule of the General Counsel and has responsibility for providing advice and oversight in the area of scheduling and logistical support for conferences and meetings involving the General Counsel.
4. Monitors telephone calls, attends meetings, or is briefed on meetings immediately after they take place in order to know what commitments were made and what developments occurred in matters of concern to the General Counsel. On own initiative or as directed by the General Counsel, as necessary, informs staff and

office heads of developments in such conversations and meetings and arranges with them for the implementation of commitments made by the General Counsel.

5. Maintains calendar of appointments and conferences and keeps informed of the General Counsel's schedule of activities and commitments to remind him/her in advance of commitments made.
6. Incumbent applies practical knowledge and skills to identify methods, approaches, or procedures to eliminate and avoid all negative concerns, issues, and/or perspectives regarding the operations of staff throughout the Office. Works closely with senior staff members to ensure changes and set timeframes are feasible, effective, and timely.
7. Prepares informational material based on established policies and guidelines, when guidelines are not directly applicable, uses analytical methods and judgement to choose, interpret, and/or adapt guidelines for specific issues. The incumbent will consult with the supervisor to interpret and adapt these policies and guidelines regarding controversial issues. Composes and prepares a variety of correspondence, reports, records, briefing materials, and statistical and narrative material required to support the Office. Uses office automation applications to produce a wide range of documents into final form from own composition, brief instructions, or rough draft from other staff members. Uses database or spreadsheet applications to enter, revise, sort, and retrieve data for reports; and uses graphic software to provide charts and graphs. Assures that the content of all outgoing correspondence is consistent with the General Counsel's mission, goals and objectives. Ensure clarity, completeness of reply, grammatical and procedural correctness, and conformance to regulation and command standards.
8. Performs other related duties as assigned.

#### **FACTOR LEVEL DESCRIPTIONS:**

##### **Factor 1 - Knowledge Required by the Position**

**Level 1-6 (950 points)**

Knowledge of and skill in applying analytical and evaluative methods and techniques for assessing administrative program development and effectiveness and efficiency.

Knowledge of and skill in applying a standard range of methods used to gather, analyze, and evaluate information concerning administrative program development and implementation processes.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

##### **Factor 2 - Supervisory Controls**

**Level 2-3 (275 points)**

The supervisor assigns specific projects in terms of issues, organizations, functions, or work processes and sets deadlines for completing the work. The employee plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects.

The supervisor provides assistance on controversial issues or on issues for which precedent are not available. Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the task or project.

**Factor 3 - Guidelines**

**Level 3-3 (275 points)**

Guidelines consist of Agency policy, higher echelon directives, or project specifications. Policies and precedent studies provide a basic outline of results desired but do not go into detail concerning methods. Relevant manuals, policy guidelines and regulations are available for reference purposes. These guidelines, regulations, policies and procedures frequently need interpretation in how and when they are applied and used.

**Factor 4 - Complexity**

**Level 4-3 (150 points)**

The work involves dealing with problems and relationships of a procedural nature rather than the substance of administration and/or issues. Projects usually take place within the organization with related functions and objectives. The employee uses established analytical techniques to gather narrative or statistical information to manage the collection, maintenance, and dissemination of government information. Findings and recommendations are based on research of precedent policies and the application of standard administrative guidelines.

**Factor 5 - Scope and Effect**

**Level 5-3 (150 points)**

The purpose of the work is to assess the effectiveness of current administrative programs in the Office and advise on resolutions to routine issues utilizing established criteria with an emphasis on program administration. Recommendations influence decisions by managers concerning administrative programs.

**Factor 6/7: Personal Contacts/Purpose of Contacts**

**Levels 3b (110 points)**

Personal contacts are generally within the Agency but may include those outside the agency who are consultants, contractors, or employees of other government organizations and the White House in a moderately unstructured setting.

Purpose of contacts is to collect and exchange information, research problems, provide recommendations for resolving problems, and to plan and coordinate work assignments.

**Factor 8 - Physical Demands**

**Level 8-1 (5 points)**

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

**Factor 9 - Work Environment**

**Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

**TOTAL POINTS: 1920**

**GS-09 Grade Range: 1855-2100**